



# Office of the City Clerk

Weekly Report – for Week Ending May 23, 2014

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## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**Neighborhood Council Elections** – The final Neighborhood Council Elections for Region 11 were held on May 18. Staff is currently compiling election data for the Department of Neighborhood Empowerment, which consists of candidate filing, vote by mail, translated material, and ballot printing.

**City Elections** – The Write-In Candidate Filing period for the Los Angeles Unified School District (LAUSD), Board 1 Special Election began on March 10 and ended on May 20. A total of three Write-In Candidates filed. The Certified List of Write-In Candidates was submitted to the Los Angeles County Registrar-Recorder/County Clerk on May 21.

**City Elections** – The Board of Deferred Compensation Administration Los Angeles City Employee Retirement System and Pensions participants tally was conducted on May 21. The audit was conducted on May 22.

**City Elections** – The Los Angeles Fire and Police Pensions tally was conducted on May 21. The audit was conducted on May 22.

**City Elections** – Election Division employees continue to staff the City of Los Angeles Municipal Election Reform Commission (CLAMERC) meetings and provide information and reports as requested.

**City Budget Training for Council Offices** – A training session was held on Monday, May 19, 2014 in Council Chambers in preview of budget day. Sixteen (16) deputies representing 7 different Council offices attended in addition to members of the CLA's office.

**City Budget Staffing in Council Chambers** - City Clerk staffed the budget on Wednesday with a Council Clerk, two voting clerks, and support staff to provide assistance as well as update the budget recap.

**Microfilm Conversion of Council Minutes** - An additional 17 reels were converted to digital format in the past week. This brings the total number of reels completed to 143. Our target for fiscal year 2013/2014 is 213 rolls, so we are 67% complete with our annual goal and 17% complete with the total project. A significant enough volume of material has been converted to justify making it accessible on the web. The materials converted, which cover most of the years from 1940 - 1978, are now available on line on the City Clerk's web page at <http://cityclerk.lacity.org/rmdominates/>

**City Historical Archives - Significant Research** - The City Archives provided copies of the LA Noise Ordinances to the City of Tampa, FL. Staff from Council District 6 have researched a draft agreement from CF 82-0407 and various boxes of Planning Department records.

Utilizing our new digital camera, several photos of the Zanja Madre Bricks were taken and posted on the City Archives Facebook page. <https://www.facebook.com/groups/110865832263185/>

**Neighborhood and Business Improvement Districts** - Staff attended a steering committee meeting for the Downtown Revolution sponsored by the South Park business improvement district and the Treasures of Downtown by the Downtown Center business improvement district. Meetings were held with consultants relative to the Sherman Oaks and North Hollywood business improvement district renewals.

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## TOP ITEMS

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- *The last of the 2014 NC Elections was conducted*
  - *Last day of LAUSD, Board 1 Special Election Write-In Candidate Filing was May 20*
  - *Council Chamber Web Streaming failed this week*
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The Economic Development Finance Committee approved the Annual Planning Reports for the Old Granada Village, Lincoln Heights Industrial Zone and Sunset and Vine business improvement districts.

The Council adopted the Ordinance of Establishment for the Little Tokyo merchant-based business improvement district.

**General City Purposes** – Staff reviewed 47 GCP allocation requests and processed 25 payments to agencies receiving allocations of General City Purpose funds.

**Personnel** - Staff coordinated two Workplace Violence Prevention Training sessions with the Economic Development, and Budget and Innovation groups of the Office of the Mayor.

## ISSUES

**Council and Committee Meeting Webcasting** – Stability problems reoccurred with a video webcast server not starting automatically in Council Chambers. The Information Technology Agency continues to troubleshoot with the vendor, Granicus.

## UPCOMING . . . .

**Collaboration - Claims Processing and Accepting E-Signatures** – Discussions and development of an implementation plan to accept electronic signatures to allow the City Clerk to move to an automated electronic submittal process for constituents, streamline labor intensive workflows, and address constituent complaints about draconian paper methods.